


Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch
FROM : Acting Chief, Supply Division
SUBJECT: Monthly Report - November.

DATE: 28 December 1948

Attached hereto is the monthly volume report for the
Supply Division for the month of November.

Due to the tremendous volume of work in the Supply
Division, this report is reduced to the status of personnel
and volume only.


Acting Chief, Supply Division

25X1A9a

Sanitized - Approved For Release :
CIA-RDP54-00177A000100110017-3

STATUS OF PERSONNEL - SUPPLY DIVISION

	<u>Total No. of Personnel Allowed Under Approved Table of Organization</u>	<u>Total Number of Personnel on Duty</u>	<u>Total Number of Personnel Inter- viewed & Actions Initiated</u>	<u>Remaining Unfilled Positions</u>
Office of				
Chief	5	4	0	1
Contract Section	4	4	0	0
Procurement Section	17	14	3	0
Real Estate & Utilities	10	6	3	1
Appliance Maintenance	4	3	0	1
Telephone Section	21	16	5	0
Stores & Issue Section	64	56	7	1
	<u>125</u>	<u>103</u>	<u>18</u>	<u>4</u>

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b. Purchase Orders: (continued)

PO's prepared but pending checking and signature.....35
 PO's prepared but pending encumbrancy by Fiscal.....56
 Total amount expended.....\$189,365.82

c. Telephone calls:

Total number of telephone calls received1403
 Total number of telephone calls out.....1897

d. Bids:

Formal bids prepared and typed..... 25
 Items involved..... 84
 Contractors invited to bid.....277
 Formal bids outstanding..... 20

Telephone bids prepared and typed..... 6
 Items involved..... 96
 Contractors invited to bid.....101
 Telephone bids outstanding..... 0

Wire bids prepared and typed..... 0
 Wire bids outstanding..... 0

Informal bids prepared and typed.....135
 Items involved.....501
 Contractors invited to bid.....156
 Informal bids outstanding..... 40

e. Letters:

Prepared and typed.....352

f. Memoranda:

Prepared and typed.....191

g. Wires:

Prepared and typed..... 3

h. Bills of Lading:

Prepared and typed..... 12

i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty
 Cash Fund.....\$43.29

j. Printing and Binding Estimates received.....\$3,754.99

APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of November.....59
 Number of requisitions completed during month of November....65
 Number of requisitions incomplete from present and pre-
 vious month26
 Overhaul and Shop work.....38
 Overhaul and Shop work on S&I machines.....11
 Service Calls.....130
 Service Calls made for NSC..... 0
 Total number of machines repaired.....179
 Estimated dollar value of overhauls and repairs.....\$1,229.50

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to 1 December and which have not
 been processed38
 Requests received in writing during November.....91
 Telephone calls received during November.....975
 Requests processed by memorandum.....90
 Requests processed verbally.....400
 Requests processed by FWA Form #52.....20
 Requisitions written for contractual services.....1
 Work orders written for contractual services (\$31,384).....11
 Requisitions written, miscellaneous5
 Requests processed for moves of equipment.....28
 Space moves 12, Personnel moved.....358
 Man-hours worked by regularly assigned FWA laborers.....3727
 Man-hours worked by additionally assigned FWA laborers.....1128

CONTRACT SECTION:

Supply Contracts completed - Vouchered.....4✓ \$44,500.12
 Supply Contracts Pending - Vouchered.....1 2,058.00
 Service Contracts completed.....1✓
 Amendments to Supply Contracts completed - Vouchered....1✓ 993.95
 Amendments to Developmental Contracts completed.....1✓
 Amendments to Service Contracts pending.....1
 Unnumbered Supply Contracts Completed.....
 Vouchered.....2✓ 2,533.00
 Unvouchered.....2✓ 900.00
 PBA authorizations for Field Space:
 Supply - Vouchered3✓ 3,289.60
 Service - Vouchered.....3✓ 198.96
 Invitations to Bid issued.....12✓
 No. of Requisitions incomplete as of 1 November.....16
 No. of Requisitions received during November.....12
 No. of Requisitions completed during November.....16
 No. of Requisitions incomplete as of 1 December.....12

Leases and Utility Contracts awarded during month of November 1948....\$198.96
 Total for Contracts, PBA authorizations obligated for the month....\$52,216.67

52,415.63

44,500.12
 993.95
 3,433.00
 2,533.00
 900.00
 3,289.60
 198.96
 52,415.63

VOLUME	NO. OF JOBS	UNITS	WEIGHT
1. Purchase Orders Received	1154	7,549	675,321
2. Job Orders for Reloading and Storage			2,355,675
3. Requests for Local Delivery	1324		3,932,645
4. Job Orders for Cargo to be Processed and Packed for Overseas	105✓	970	232,601✓
5. Requests for Domestic Shipment	55✓	242	14,819✓
6. Job Orders for Services	67		750,000
7. Orders for Cargo to be Shipped Overseas	28✓	42	11,616✓

TOTALS	2,733	8,803	7,972,677
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OFFICE SUPPLIES	NO. OF JOBS	ITEMS	UNITS
1. Credit V ouchers	487	3,970	324,605
2. Debit Vouchers	61	94	67,955

TOTALS	548	4,064	392,560
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OFFICE EQUIPMENT

1. Credit Vouchers	175	383	1,141
2. Debit Vouchers	94	233	1,426

TOTALS	269	616	2,567
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OPERATIONAL EQUIPMENT

1. Credit Vouchers	48	117	16,790
2. Debit Vouchers	66	209	34,280

MEDICAL SUPPLIES

1. Credit Vouchers	12	142	4,861
2. Debit Vouchers	5	8	47
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TOTALS	17	150	4,908

FURNITURE REPAIRED

General Repairs	Service Call Repairs	Stock Repairs
Lamps		7
Chair St. w/o arms	12	4
Chair Sw. w/arms	1	
Chair Lea. St. w/arms	20	
Desk, 66" flat (A)	7	
Desk, 60" flat	4	2
Desk, 60" comp		3
Desk, 42" flat		2
Table, wood, 36"		7
Table, wood, 60"		5
Stands, misc	5	
Cabinet, 4 drw. lettr or leg size		10
Cabinet, misc	25	
Costumer		4